



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C16

For the meeting of: February 6, 2018

Date: January 6, 2018

To: Board of Supervisors

From: Connie Beck, Director *P.S. Jan 6, B.*
Department of Health and Human Services

Subject: Position Allocation for Department of Health and Human Services (DHHS)-Mental Health

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate 1.0 full-time equivalent (FTE) Supervising Psychiatric Nurse (class 0920, salary range 476) in budget unit 424;
2. Approve the reallocation of the .8 FTE position Mental Health Worker I/II (budget unit 424, class 0911, salary range 301/320, position 06) occupied by Barbara Barrett to a 1.0 FTE position;
3. Approve the reallocation of the .5 FTE position Mental Health Worker I/II (budget unit 424, class 0911, salary range 301/320, position 10) currently vacant to a 1.0 FTE position;
4. Approve the reallocation of the .5 FTE position Mental Health Worker I/II (budget unit 424, class 0911, salary range 301/320, position 19) currently vacant to a 1.0 FTE position;
5. Approve the reallocation of the .6 FTE position Psychiatric Nurse (budget unit 424, class 0913, salary range 457, position 04) occupied by Rosalie Carlson to a 1.0 FTE position;
6. Approve the reallocation of the .8 FTE position Psychiatric Nurse (budget unit 424, class 0913, salary range 457, position 05) occupied by Joy Sabia Koscielak to a 1.0 FTE position;
7. Approve the reallocation of the .7 FTE position Psychiatric Nurse (budget unit 424, class 0913, salary range 457, position 24) occupied by Marcile Raney to a 1.0 FTE position;
8. Approve the reallocation of the .8 FTE position Psychiatric Nurse (budget unit 424, class 0913, salary range 457, position 01) currently vacant to a 1.0 FTE position;

Prepared by Connie Hagquist, Staff Services Analyst – ES CAO Approval *[Signature]*

REVIEW: Auditor *[Signature]* County Counsel _____ Personnel *[Signature]* Risk Manager 1 Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:
 Board Order No. _____
 Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor Wilson Seconded by Supervisor Bass

Ayes Bass, Fennell, Sundberg, Bohn, Wilson
 Nays _____
 Abstain _____
 Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: 2/6/18
 By: *[Signature]*
 Kathy Hayes, Clerk of the Board

9. Approve the reallocation of the .8 FTE position Psychiatric Nurse (class 0913, salary range 457, position 16) currently vacant to a 1.0 FTE position;
10. Approve the reallocation of the .8 FTE position Psychiatric Nurse (class 0913, salary range 457, position 25) currently vacant to a 1.0 FTE position; and
11. Approve the reallocation of the .5 FTE position Psychiatric Technician I/II (class 0914, salary range 363/392, position 10) occupied by Melissa Maldonado to a 1.0 FTE position; effective the beginning of the bi-weekly pay period immediately following approval.

SOURCE OF FUNDING:

Mental Health Fund

DISCUSSION: Due to enormous challenges with recruitment and retention, Humboldt County Department of Health and Human Services (DHHS)-Mental Health has struggled to maintain adequate numbers of staffing ratios within a number of program areas, including emergency services, specifically Sempervirens (SV) and Crisis Stabilization Unit (CSU). This has led to situations in which the safety of staff and clients have been at risk and there have been negative impacts on quality of care and compliance. In an effort to improve the ability to recruit and retain appropriate staff and maintain adequate staffing ratios DHHS is working on a number of changes including offering 12-hour work shifts, an option that has been identified as a factor in candidates' interest in working for the County of Humboldt. This change would require an additional full-time Supervising Psychiatric Nurse so that all shifts would be covered by a supervisor. Additionally, increasing all part-time positions to full time would allow the flexibility to move staff between positions and adjust the number of hours worked based on program need. Those staff who work less than full-time would still have the option of voluntarily reducing their schedule.

FINANCIAL IMPACT:

The allocation of 1.0 FTE Supervising Psychiatric Nurse will be an additional salary and benefit expenditure for DHHS-Mental Health; the project cost for fiscal year (FY) 2017-18 for this position is \$50,523. Adjustment to FTE allocations noted in above items 2 through 11 will be an additional salary and benefit expenditure with projected cost of \$101,415 for FY 2017-18.

DHHS-Mental Health will realize an offset to these additional expenditures through reduction in both overtime costs and contracted travelling nurse contracts, which have been utilized in efforts to meet required staffing ratios. There are sufficient funds in the DHHS-Mental Health Administration budget unit 1170-424 to accommodate this request for FY 2017-18. Fund sources for these expenditures include federal financial participation for services to Medicare and Medicaid beneficiaries, Mental Health Services Act and Realignment. There is no impact to the county General Fund.

Approving these staffing changes supports the Board's Strategic Framework by providing community-appropriate levels of service and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None are recommended

ATTACHMENTS:

Classification Review

RECEIVED

NOV 14 2017

CLASSIFICATION REVIEW REQUEST

PERSONNEL DEPT.

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: DHHS Date: 11-8-17

Division/Unit/Location of new position: Sempervirens

Name of contact person: Kathy Dawkins or Connie Hays Rust

Position status (check one) Regular Grant _____ Other _____

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated start date: ASAP Duration of grant: _____

FTE of new position: 1.0 Budget unit: 424

Name and title of person supervising this position: Cyenne Brocius, Asst. Director of Psychiatric Nursing

Name and title of anyone currently in your department performing the same or similar duties:

Yvonne Willie, Supervising Psychiatric Nurse

Please list the primary duties of this position on the reverse side.

PERSONNEL USE ONLY

RECOMMENDATION: Supervising Psychiatric Nurse DATE: 11/12/2015

NAME OF ANALYST: Kelly Burns, Assistant H.R. Director

Personnel notes: Based on the information provided and my discussion with DHHS Employee Services and staff of the Psychiatric Nursing program, Human Resources recommends the proposed position is appropriately allocated as Supervising Psychiatric Nurse. You will need to prepare a report to the Board with the following specific recommendation: "That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Supervising Psychiatric Nurse position (Salary range 476, class 920) in budget unit 424 effective _____ (either immediately, beginning of the bi-weekly pay period following approval or specific date).

List the primary duties of the proposed position: _____

- Oversees the day to day treatment and operations at EV on their assigned shift
- Oversees + assesses patients - presents findings to Doctor's
- Receives report from previous shift, updates charts, admissions + medication as necessary
- Narcotics count, maintains medication records, Complys with regulations
- Supervises Nursing staff - directs, reviews + evaluates work regarding patient care

Indicate any required licenses: Registered Nurse

Add any additional information, which might be useful for this review: _____

We are requesting the additional Sup. RN position to better assist us with scheduling + coverage for a transition to 12 hour shifts and a Supervisor for all shifts in the 24 hour EV facility.

Department head signature _____



Date _____

11/8/17

PERSONNEL USE ONLY

Please include a copy of this form with your report to the Board.